



# CEO JOB DESCRIPTION

## Organisation profile

Circular Communities Scotland was founded in 2004 and is a membership body that represents recycling and re-use organisations across Scotland on issues of sustainable community resource management. Most members of Circular Communities Scotland are social enterprises managing waste resources at a local level through recycling, re-use, composting, waste reduction and waste education activities with an aim of encouraging a more circular economy. They prevent valuable product and materials from ending up in landfill, create local jobs and other economic opportunities, and typically work to help those on low incomes or who are disadvantaged. Our two main funders are Zero Waste Scotland and Esmée Fairbairn Foundation. We also generate additional income through other income-generating activities.

Circular Communities Scotland has been growing over the past few years with increase in our income, membership and staff team. Currently, the organisation is in a strong place however there are challenges facing our sector and membership which, as an organisation, we are committed to consider how we can best support our members as they face these challenges

## Purpose of the job

You will be responsible for the overall leadership and management of the organisation, including its financial viability together with initiating and developing constructive and creative relationships with Circular Communities Scotland members, funders, partners, and wider stakeholders.

## Relationships and accountability

The Chief Executive Officer is accountable to the Circular Communities Scotland Chair and Board and has direct or indirect line management responsibility for Circular Communities Scotland staff.

## Location

Circular Communities Scotland office is based in Stirling, Scotland. We are advertising this role on an office based or hybrid basis with about half of time spent in the office or visiting stakeholders in the central belt.

## Main duties and responsibilities

- Ensuring robust management of a highly motivated team through outstanding leadership.
- Working with the Board to create and implement the organisational strategy, policy and efficient procedures to ensure the organisation delivers its obligations to its members and funders.
- Development and delivery of robust business plans and fundraising activity to ensure income is continually secured to deliver the organisation objectives.
- Provision of a sound governance, risk management and financial management framework.
- Leading the organisation and sector in delivering circular economy objectives.

### 1. Ensuring robust management of a highly motivated team through outstanding leadership

- Line manage and supervise Circular Communities Scotland staff, including holding regular one to one and staff meetings.
- Provide staff with training and professional development opportunities to maximise their effectiveness in delivering the Circular Communities Scotland strategy.
- Ensure that all staff members receive regular reviews and appraisals.
- Provide effective leadership and communicate Circular Communities Scotland strategies, policies and procedures as agreed by the Board to all staff.
- Oversee the management of HR and IT systems such as attendance management, staff records, etc. (Note we have third party IT and HR support).
- Oversee recruitment and selection processes as they arise, including contracts, drafting job descriptions and personal specifications, interview and induction processes.
- Set a positive, honest and enthusiastic tone and working environment.
- Effectively lead Circular Communities Scotland staff to work cohesively to achieve desired outcomes.

### 2. Working with the Board to create and implement the organisational strategy, policy and efficient procedures to ensure the organisation delivers its obligations to its members and funders.

- Lead delivery against the current Strategic Plan and work with the Board to create future plans.

- Review and develop Circular Communities Scotland policies, procedures and practices in line with legislation and best practice.
- Develop annual operational plans informed by the Strategic Plan.
- Manage Circular Communities Scotland programmes and contracts to meet outcomes as agreed with clients/funders.
- Ensure all projects are managed effectively and that membership support is provided to the optimum level given the resources available.
- Ensure that key Circular Communities Scotland events such as its AGM, Annual Conference, and the Share & Repair Gathering are delivered efficiently and effectively managed and delivered within budget.
- Set and monitor the annual budget.

**3. Development and delivery of robust business plans and fundraising activity to ensure income is continually secured to deliver the organisation objectives.**

- Agree annual income targets with the Board and develop and deliver a robust business plan that secures income to meet the targets and achieves the organisational objectives.
- Oversee the writing of high quality funding applications and tender responses to achieve the business plan and develop the organisation's income.
- Maximise the opportunities for raising funds from corporate sponsors.
- Ensure that the Circular Communities Scotland message is clear and coherent and delivered through appropriate conduits: print, social media, website, events, advertising.
- Support the Circular Communities Scotland membership.

**4. Provision of a sound governance, risk management and financial management framework.**

- Deliver regular, relevant and timely communication with Board members, providing efficient administration with respect to calling meetings and circulating Board papers and supporting information.
- Provide the Circular Communities Scotland Board with timely and accurate management information to enable it to make informed strategic decisions.
- Ensure that Circular Communities Scotland complies with legal and statutory requirements such as Company and Charity Law, General Data Protection Regulation, employment law, health and safety requirements.
- Maintain and review the organisational risk register.

- Ensure that IT (information technology), IS (information systems) and IM (information management) are fit for purpose, efficient and effective.
- Oversee the management of our IT support to ensure that they meet Circular Communities Scotland requirements.
- Deliver sound financial management through robust financial systems to deliver management information, financial reports, invoicing and payroll functions.
- Monitor, evaluate and allocate resources – staffing and funding, to optimise effectiveness.

#### **5. Leading the organisation and sector in delivering circular economy objectives.**

- Representing Circular Communities Scotland at key forums and events.
- Monitoring the political, social, and economic climate in order to identify opportunities and/or threats to Circular Communities Scotland members.
- Lobbying decision and opinion makers on topics and issues which impact on Circular Communities Scotland members.
- High level networking and representation of Circular Communities Scotland and its members to senior level decision makers in Scottish, UK and European settings.
- Building and maintaining relationships with funders such as Zero Waste Scotland, Esmée Fairbairn Foundation and wider stakeholders including the Scottish Government, Local Authorities, other membership bodies etc.

## PERSON SPECIFICATION – Key criteria

The successful candidate must be able to demonstrate the essential criteria below through their application or at interview, as indicated. Desirable criteria will be used primarily to distinguish between two evenly matched candidates.

Criteria	Essential/ Desirable
<b>Qualifications</b>	
Educated to degree level or equivalent	Desirable
<b>Skills &amp; Knowledge</b>	
Excellent project management skills	Essential
Excellent IT skills	Desirable
Strong communication skills and ability to communicate with a broad range of people	Essential
Strong interpersonal skills enabling building and maintaining relationships with key stakeholders	Essential
Confident to give direction and inspire others to be innovative in using their skills	Essential
Strong understanding of the role of a membership body	Essential
Understanding of the circular economy policy environment	Essential
<b>Experience</b>	
Significant experience of business planning and successfully securing funding from different sources	Essential
Knowledge and understanding of the economics and politics of the waste and resources sector	Desirable
Experience of leading change within an organisational setting	Essential
Experience of reporting to and working with a Board of management	Essential
A strong track record of delivering for clients and funders at a senior level	Essential
Considerable experience of developing partnerships and working in collaboration	Essential
Experience of managing and motivating teams and leading staff development	Essential
Financially literate with experience of managing significant budgets	Essential
Experience of coaching staff to empower them within their role	Essential

Personal	
A team player	Essential
Inspired to lead by example and motivate the team to deliver	Essential
Commitment to setting a positive and enthusiastic tone throughout the organisation	Essential
Fully aligned to Circular Communities Scotland's values	Essential

## Additional information

The post holder may from time-to-time be required to work outside the normal working hours - either as flexible hours or Time off in Lieu (TOIL).

A full-time post-holder is entitled to 28 days of annual leave plus 6 fixed bank holidays.

Circular Communities Scotland operate a generous pension scheme, details upon request.

The duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility, with any changes being undertaken in agreement with the post holder.